



"People
helping people
help
themselves"

Frank O'Bannon, Governor
State of Indiana

Division of Disability, Aging, and Rehabilitative Services

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John Hamilton, Secretary

January 14, 2002

To: All Case Management Entities

**From: Bob Hornyak, Acting Director, Bureau of Aging and In-Home Services
Alison Becker, Director, Bureau of Fiscal Services**

We are pleased to announce a streamlining of the processing of Requests for Approval to Authorize Services (RFA). The change to the process is that you are no longer required to send the 'package' (including the BAIH 014 form itself) of material to the approving authority, unless the approving authority requests it after their initial review of your electronically transmitted data.

As a reminder the approving authorities are as follows:

- **Independent Case Manager (ICM) initiated RFA**
 - **DD and Autism Waivers - Bureau of Developmental Disabilities Services (BDDS) if under \$5,000 and Bureau of Fiscal Services (BFS) if \$5,000 or above.**
 - **A&D, TBI, and Medically Fragile Waivers - Area Agency on Aging (AAA) if under \$5,000 and Bureau of Aging and In-Home Services (BAIHS) if \$5,000 or over.**
- **AAA initiated RFA**
 - **CHOICE - AAA if under \$5,000 and BAIHS if \$5,000 or above**
 - **DD and Autism Waivers - BDDS if under \$5,000 and BFS if \$5,000 and BAIHS if \$5,000 or over.**
 - **A&D, TBI, and Medically Fragile Waivers - AAA if under \$5,000 and BAIHS if \$5,000 or over.**

A brief outline of the process is outlined below.

- **Case Manager determines there is a need, gathers the necessary bids (except for Personal Emergency Response systems), obtains the Medicaid**

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Prior authorization review and denial (NOTE: this is not required for home or environmental modifications or Personal Emergency Response systems) and obtains the appropriate physician's order.

- **Case Manager inputs the RFA data into Insite.**
- **Be sure to include an adequate explanation of the request since, as a matter of normal processing copies of the bids and specifications are no longer required.**
- **If three bids are required but not available, be sure to provide a thorough explanation.**
- **The more you document in Insite the less likely you will be requested to send the package of bids, specifications, etc.**
- **If the RFA requires approval by an approving authority other than the agency that initiated the request, electronically transmit the RFA for approval. No special transmission is required since any RFAs that have passed all the 'edits' will transmit along with case management hours, Cost Comparison Budgets, Data Entry Worksheets, etc.**
- **The approving authority will do the following:**
 - **AAA approving an ICMs request**
 - **After review, record the decision in Insite - approved, approved with modifications or denied.**
 - **Print the BAIS 014 form using Insite**
 - **Physically sign the form and return by mail to the ICM.**
 - **Electronically send the decision to the state (that will be automatically done as part of your routine transmissions).**
 - **Upon receipt of the signed form, the ICM will then sign it.**
 - **AAA approving their own case manager's request**
 - **After review, record the decision in Insite - approved, approved with modifications or denied.**
 - **When the information is 'saved', an e-mail will automatically be prepared with the signed form BAIS 014 attached.**
 - **Electronically send the decision back to the case manager (that will be automatically done as part of your routine transmission of all types of decisions).**
 - **Upon receipt of the e-mail, the case manager will print the BAIS 014 attached to the e-mail, which will have the Division of Disability, Aging and Rehabilitative Services signature, and then affix their signature to the form.**

As long as the explanations you enter into Insite are thorough, these procedures should virtually eliminate the need to send anything beyond electronic data. However, if the explanations are not adequate, the approving entity has the obligation and authority to request the information be sent (mailed or FAXed).

Thank you for your on-going efforts. We hope this will help make your jobs easier and approval for these services faster. Please contact either of us if you have any questions or in we may be of further assistance.